



## **High School Department Lead Job Description**

### General Function:

- 1) Lead learning and growth opportunities for site-based and district content teacher teams.
- 2) Assist with the planning and facilitation of district and site-based professional development
- 3) Support district articulation and implementation efforts
- 4) Be a second contact (after teacher) for parents regarding curriculum questions.
- 5) Effectively use and be able to support district curriculum implementation and student achievement goals.
- 6) Communicate to principal regarding building district secondary curriculum concerns, initiatives, professional development, materials support, and other needs.
- 7) Communicate with staff regarding district and site-based curriculum information either in written form via email, newsletter, etc. or fact-to-face via staff or department meetings, etc.
- 8) Support the universal, diagnostic, and summative assessments/interventions at the building level.

### District Functions:

By agreement with the director of curriculum and instruction, high school department leads will assist with the planning and coordination of district content Wednesday professional development opportunities, engage in district curriculum alignment activities, and support districtwide curriculum training activities as needed. Department leads will attend designated P-12 Content Council meetings and participate in key decision making responsibilities.

### Building Functions:

By agreement with the building principal, high school department leads will assist with building level functions such as: lead/participate/facilitate committees and/or department meetings, direct operational logistics such as inventory, scheduling, orders specific to content area, conduct necessary staff surveys, facilitate professional development, coordinate content related assessments and fulfill the role as otherwise determined by the principal.

### Interaction with Various Project Teams/Committees:

High school department leads will interact with building committees and/or departments. For example, the math lead may lead the math department meetings and as well as serve on the school leadership team. Department leads may be involved in school data teams, school improvement teams, and school problem-solving teams.

### Parent & Family Nights:

Work with building principal to facilitate a parent and/or family night for your specific content area if directed.